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# SANTARY COMMISSION.

No. 82.

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## RULES

FOR THE

### EXECUTIVE SERVICE

OF THE

# U. S. SANTARY COMMISSION,

*Adopted by the Commission, July 14th, 1864.*

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#### I.

The Standing Committee will meet daily, at the Central Office, No. 823 Broadway, New York, at half-past three, p. m., or at such other hour and place as it shall appoint. It will also hold evening sessions at least once in each week. One member of the Committee, with the General Secretary, shall be a quorum for the transaction of ordinary business. All action by the Committee is subject to the approval of the Commission.

#### II.

The General Secretary shall record all action of the Committee in its minutes; which minutes shall be reported by him to the Commission at every meeting.

#### III.

The Treasurer shall make no payments without authority from the Committee.

#### IV.

At each weekly meeting of the Committee the Secretary shall report, in writing, on the current business of the past week, which report shall be entered at length in a book to be provided for that purpose. He shall also lay before the Committee such reports and correspondence as he may consider of importance, or as calling for action, with a memorandum or abstract in writing of their substance, and shall read such portions of them as may be material.

The order of business at meetings of the Committee shall be—

- (1.) The examination of bills and motions by the Treasurer;
- (2.) Motions and reports by the General Secretary;
- (3.) Miscellaneous business.

#### V.

At each meeting of the Standing Committee the Treasurer shall submit his bank and check books; and between the first and tenth days of each month, he shall produce a certificate from the bank or banks in which funds of the Commission are deposited, showing the balance then standing to his credit as such Treasurer.

#### VI.

No person in the employ of the Commission is permitted to criticise or censure the conduct, or the measures of any military officer, or of Government, by word or writing, except only, that if such conduct or such measures seem to him injurious to the sanitary interests of the national forces, he shall report his opinion and the facts on which it is founded, to the Commission through the General Secretary.

Every officer and agent of the Commission is expected and required to uphold and maintain the authority and the policy of Government, and of its officers, civil and military, by every means in his power, and if unable conscientiously to do so, to refrain from all comments thereon, except when his official duty makes it necessary.

## VII.

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 No agent of the Commission is permitted to furnish information to the newspaper press, of military movements with which he may have become acquainted in the course of his official work. Chiefs of the Field Relief Department, will studiously discourage all newspaper correspondence by their subordinates.

## VIII.

At each session of the Commission, the General and Associate Secretaries will severally report a summary of their work since the last preceding session; such report shall, in all cases, be in writing, and in proper form for publication. Each report will be accompanied by a written abstract of the reports of Inspectors, Relief Agents, &c., and of the other documents submitted with it; the material portions of such last mentioned reports and documents being previously marked as to be read, and only such portions thereof being read, unless the whole be called for.

## IX.

At each session of the Commission the minutes of the Standing Committee shall be reported by the General Secretary, who shall read such portion of them as may contain the record of any action of importance, and the whole if called for.

## X.

From and after the 6th day of August next, every person in the service of the Board, above the grade of ordinary clerk, laborer, or teamster, shall make a weekly report in writing to his immediate official superior, unless he shall present a written excuse which shall be satisfactory to the Commission, or to the Standing Committee when the Commission is not in session.

## XI.

From and after the 6th day of August next, no pay-

ments shall be made on account of the salary of any person in the service of the Commission, above the rank of ordinary clerk, laborer or teamster, who shall have failed to comply with the provisions of the foregoing resolution.

## XII.

All bills for services or supplies ordered by any member, officer, or agent of the Commission, shall be certified by him in writing as correct, before presentation to the Standing Committee, which may, however, in special cases, dispense with such written certificate.

## XIII.

All bills for services or supplies must be presented within five days after they are payable. It is the duty of every member and agent of the Commission who shall engage services, or purchase supplies on its behalf, to notify the person with whom he is dealing of this rule, and distinctly to inform him that the presentation of his bill within that space of time, is a condition of its payment. No open accounts with the Commission can be kept by any person in its employ, or with whom it deals.

## XIV.

All vouchers for the expenditure of money shall be certified in writing before they are paid by the chief officer in charge of the office from which such expenditure is made or by some person to be designated by such officer.

Vouchers shall particularly designate for what purpose the money has been paid, and shall include a detailed statement of items and the receipt of the parties who have received the money.

## XV.

Persons entering the service of the Commission as volunteers, will not, under any circumstances, be allowed compen-

sation for such service, or for any loss they may have sustained in the performance of their duties.

#### XVI.

No appointment of an agent or servant, by any member, officer, or agent of the Commission, shall be valid or binding, until approved by the Commission or the Standing Committee.

#### XVII.

No officer or agent of the Commission is allowed to expend any portion of its funds for any purpose, however humane, charitable, or meritorious; or for the aid, relief, or benefit of soldiers in the National service, in any way, or through any method, direct or indirect, which has not been approved and sanctioned by the Commission, or by the Standing Committee. The duties and functions assigned to the Commission, being distinct and well defined, any application of its funds to other objects, however strongly they may appeal to the sympathies of its officers, is a breach of trust.

#### XVIII.

Whenever there shall appear to be danger of malarious disease at any Relief Station or other Agency of the Commission, it shall be the duty of the Chief Officer at such Station or Agency, to cause a daily ration of quinine to be issued to each member of the Relief Corps, and to every officer, agent, and servant of the Commission under his authority, and to take such measures as will secure the actual use of such ration, and enable him to report that it has been actually used. And all persons of the classes above indicated are required to use such daily ration, unless it appear by the written certificate of a competent physician that its use would be injurious.

#### XIX.

It being important not only to the health, but to the efficiency of every Relief Agent, that his dress and his equipments

be kept in perfect order, and that any defects therein be at once corrected, it shall be the duty of the Chief Officer of the Commission at every Relief Station, to assemble his Corps at least once in each week, for a minute inspection of their clothing, shoes, blankets, haversacks, &c. He shall cause such articles as are found deficient to be at once repaired or replaced.

It shall be his duty, moreover, to advise all Relief Agents of the importance of personal neatness, and to require of them such attention to their dress and equipments as may set an example of good order and military precision to those with whom their duties bring them into contact. If the outfit of any Relief Agent be defective or worn out, requisition should be made for whatever may be required to supply the deficiency.

## XX.

The General Secretary shall provide books, containing printed forms, substantially as follows: "No.—. ———is engaged "by the United States Sanitary Commission, by the —, or "during the pleasure of the Commission, at the rate of — "dollars per —, as —, and also for such other or further "duties as may from time to time be assigned him. Dated "the——day of——, 186." This memorandum shall be signed by the General Secretary, or by one of the Associate Secretaries; and by the person so employed or engaged. It shall be subscribed by every officer, agent, or servant now or hereafter engaged by the Commission for a stated term of service.

## XXI.

The Chief Officer of the Commission at every Relief Station or other Agency which employs a wagon train, will cause such train to be daily inspected, and will require a daily report in writing of the condition of every wagon, which shall be at the base at each inspection, and of its team and harness. Blanks for such reports shall be furnished by the General Secretary. Every wagon shall be numbered. The Inspector will examine and report on the condition of the wagons, and of the horses,

and will see that their harness and their shoes are in order, and that each team is provided with whip, feed box, wrench, water buckets, etc., and with forage if necessary.

He shall also keep a wagon clearance book, containing the following entries, in columns, headed accordingly, viz.: 1. Date of entry. 2. No. of wagon. 3. Name of teamster. 4. General description of load. 5. To whom, or to what corps or division consigned. 6. Date of return of wagon. 7. Remarks.

## XXII.

It being most desirable that every lodge, home, dépôt, or other establishment of the Commission should set an example to the army of cleanliness, good order, and conformity to sanitary laws, and there being reason to fear that agents of the Commission, in their zeal to relieve our national soldiers and to promote their health and efficiency, are sometimes led to overlook the sanitary conditions required to keep themselves in good health and fit for their work: it is further ordered that every officer of the Commission in charge of any of its posts, be responsible for the maintenance thereof in the utmost attainable degree of neatness and purity, and for the prompt correction—so far as may be—of whatever endangers his own health and that of members of his corps. He will see that their quarters furnish each ample air space; that their supply of water is uncontaminated; that they have, if possible, facilities for bathing, and are required to use them at least once in each week; that the neighborhood of each station is kept free from refuse and rubbish, and daily policed; that water-closets or sinks are daily disinfected, and that his servants, contrabands or others, are provided with cleanly and wholesome clothing and quarters. Should special difficulties prevent this being done at once, and always, they must be promptly reported to the Associate Secretary, of the District, with a requisition for whatever may be necessary to give agents and servants of the Commission the same aid and relief which the Commission seeks to give the army.

## XXIII.

No agent of the Commission is allowed to sell anything whatever, even though his own private property, to officers or soldiers of the national army, or to other persons in government employ. Any agent of the Commission violating this rule, directly or indirectly, thereby terminates his relations with the Commission.

## XXIV.

It is recommended by the Executive Committee, that at all Relief Stations, Homes, and Lodges of the Commission, such provision be made for the observance of Sunday, as a day of rest and religious observance, as the military situation may render possible.

## XXV.

All letters addressed to any principal office of the Commission shall be at once referred, on their receipt, to the officer in charge of the special department having supervision of the subject.

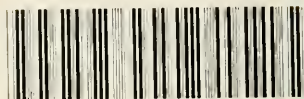
It is the duty of each officer to whom such letters are referred, immediately to acknowledge their receipt, and, if possible, to transmit at once the information sought for.

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